



म.प्र. भू-संपदा विनियामक प्राधिकरण

रेरा भवन, अरेरा हिल, मेन रोड नम्बर 1, भोपाल

पत्र क्र. 39/रेरा/2019

भोपाल, दिनांक 07.02.2020

रेरा इंटरनशिप प्रोग्राम

रेरा प्राधिकरण में, 'रेरा इंटरनशिप प्रोग्राम' अंतर्गत प्रोजेक्ट मॉनीटरिंग से संबंधित क्षेत्र में इंटरनशिप हेतु आवेदन आमंत्रित किये गये हैं। आवेदन प्रस्तुत करने हेतु दिनांक 22.02.2020 तक अवधि बढ़ाई जाती हैं। अभ्यर्थी आवेदन ई-मेल secretaryrera@mp.gov.in अथवा रजिस्टर्ड डाक से/व्यक्तिगत प्राधिकरण में प्रेषित कर सकते हैं। विस्तृत विवरण प्राधिकरण के website www.rera.mp.gov.in पर उपलब्ध है।

सचिव

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RERA Internship Programme : Project Monitoring Executive

Time period – One year

Honorarium : As per qualification

Qualification/Eligibility:

Essential Requirement : Bachelor degree(B.E. or B.Tech.) in Civil Engineering or Bachelor degree in Architecture and Town-Planning with distinction .

Desirable : PMP or PRINCE2 certification and PGDCA from recognized Government Institute ,beside Knowledge of MS Office, MS Word, MS Power Point, MS Excel would be desirable.

Responsibilities:

1. To provide support for planning, managing and implementation of the project monitoring activities.
2. Maintenance of database of all projects, including their physical and financial progress and various indicators.
3. To examine physical and financial progress of implementation of projects and put up status report to the senior officers of the organization. .
4. To submit technical reports (including , when necessary ,brief action points) on status of the program implementation.
5. Any other work assigned by officers from time to time.

Note:

- The Organization reserves the right to select candidates for internship only if they are able to convince the organization about their sincerity in pursuing& Completing it.
- Selection against internship shall not confer on the appointee any right for being made permanent/regular/contractual in future..
- Candidates must enclose attested copies of date of birth certificate, copies of degree/diploma and mark sheet, experience certificate with the application form (enclosed).